



CITY OF NEW ORLEANS  
DEPARTMENT OF FINANCE-BUREAU OF REVENUE  
**SPECIAL EVENT PERMIT APPLICATION**

City Hall- 1300 Perdido St., Room 1W15, New Orleans, LA 70112  
(504)658-1600/Fax (504)658-1605, [revenue@nola.gov](mailto:revenue@nola.gov)

Type of Organization:	<b>Check One:</b>	<b>Fee(s) Apply:</b>
	Non-Profit or Charitable Organization ( <b>Must</b> provide proof of status under IRS Code Section 501© with application)	Exempt**
<b>**</b>	<b>Exemption application must be completed and approved to exempt fees</b>	
	For -Profit Organization	Yes

**Special Event Requirements (Applications must be received THIRTY (30) days prior to the event to ensure issuance)**  
As an applicant for a Special Event permit, the following documents are required prior to staging an event within the City of New Orleans:

- ✓ Revenue Form Application
- ✓ Occupational License
- ✓ Mayoralty Permit
- ✓ Alcohol Beverage Permit (If applicable)
- ✓ Performance Bond or Sales Tax Deposit

Name of business, promoter or organization	Name of Event
Event Location (street address/city/state/zip)	Event Date(s):
Event organizer's mailing address (p.o. box/street/city/st/zip)	Is the applicant a Charitable or Non-Profit Organization? Yes ___ An <b>Exemption Application</b> must be completed to grant the waiver of fees. No ___ All fees are due upon approval/issuance of application
<b>Permits/Licenses Requested:</b> ✓ Occupational License _____ ✓ Mayoralty Permit _____ ✓ Alcohol Beverage _____ ✓ Performance Bond for Sales Tax _____ <b>(Required if 3 or more vendors participating)</b>	<b>Fees:</b> \$ 150.00-Occupational License(Itinerant Vendor) \$ 250.25- \$500.25-Mayoralty Permit \$ 135.00-Beer \$500.00-Liquor/Wine \$250.00-ABO Processing Fee \$ 10,000 -Performance Bond-Promoter's Only
Admissions Charged for Event: Yes _____ No _____ Alcohol: For Sale _____ Free Distribution _____	Applicant Name:
Applicant Contact Number(s): (1) ( ) (2) ( )	Applicant E-mail address:
Premises owned by the applicant? Circle One <b>Yes / No</b> <i>If no, attach copy of the lease or permission by property owner.</i>	Will vendors participate in this event? Circle one Yes / No If so, how many will participate in this event _____ <b>ALL vendors will need to obtain an Occupational License to participate.</b>

**SALES TAX RATE TOTAL IS 9%. ORLEANS PARISH IS 5%/STATE OF LOUISIANA IS 4%, MUST BE REMITTED SEPARATELY.**

Explain in detail your event: \_\_\_\_\_  
\_\_\_\_\_

Authorization:	Signature	Office/District	Date:	Approved Initial	Disapproved Initial
Council Staff (Routing)					
Councilmember					
Customer Service (Revenue)					
Revenue Collections Supervisor					
Collector of Revenue					
CFO/Deputy Director of Finance					